

# VACANCY NOTICE

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<b>TITLE OF POSITION:</b> <u>Director of General Nursing Services</u> <b>SALARY RANGE:</b> <u>140 A \$75840-\$87140</u> <b>Department or Agency Name:</b> <u>Corrections</u> <b>Division/Section/Unit:</b> <u>Health Services</u> <b>Assignment(s) / Comments:</b> _____ <b>Shift and Days:</b> <u>Mon-Fri 8:30-4:00 (Non-Standard)</u> <b>Job Location:</b> <u>Medium Security - Administration</u> <b>Restrictions/Limitation:</b> _____ <b>Position Covered By Collective Bargaining Union Agreed:</b> <u>Yes</u> <u>No</u> <u>X</u> <b>Name of Bargaining Unit:</b> <u>NONE</u> <b>There is* <u>      </u> is not <u>X</u> a Civil Service List for this</b> <span style="float: right;"><b>See A/B or Both for Specific Instructions</b></span>	<b>CLASSIFICATION CODE:</b> <u>02882900</u> <b>REFERENCE POSITION NUMBER:</b> <u>137013201-00500</u> <b>APPLICATION PERIOD:</b> <u>12-28-2009 to 01-03-2010</u> <u>3 day grace 01-06-2010</u>
<b>General Information to Candidate</b>	<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed.</b> <b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Certificate number to include, either on the application or within a cover letter, both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>▪ The title of the position for which you are applying</li> <li>▪ Title of your present position and date you entered it</li> <li>▪ Date you entered State service</li> </ul> <ul style="list-style-type: none"> <li>▪ Name of department where you are currently employed</li> <li>▪ Your business telephone number</li> <li>▪ Previous Union Affiliations</li> </ul> </div> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service list</u> exists for the position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be provided. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, you need no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may be given no consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Reasonable Accommodation:</b>              If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>▪ <b>Medical Information:</b>              Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> To plan, coordinate, direct and review the activities of a staff engaged in providing general nursing services at the Rhode Island Department of Corrections. To develop, implement and maintain nursing service functions designed to meet the clinical and rehabilitative needs of incarcerated individuals. To develop, with staff participation, nursing service policy which focuses on the care of inmates and ensures that nursing care is planned, supervised and evaluated by a professional nurse. To participate in the review and/or revision of personnel policies, establish criteria and procedures for the recruitment, selection, promotion and/or termination of nursing service personnel. To establish and maintain an effective system of nursing records and reports. To develop and recommend a budget providing for sufficient resources in order to produce the optimum level of nursing care. To perform other related tasks as required.	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: Graduation from an accredited school of professional nursing, and possession of a Master's Degree in Nursing Administration, Hospital Administration, Public Administration, or a closely related field; and <b>Experience:</b> Such as may have been gained through: Employment in a responsible administrative capacity involving the planning, coordination and review of nursing services in a large hospital setting; <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>SPECIAL REQUIREMENT: Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such requirements as a condition of employment.</b>	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application ALONG WITH RN LICENSE to:</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <b>Janet L. Colvin</b>  <b>Office of Human Resources</b>  <b>39 Howard Ave.</b>  <b>Cranston, R.I. 02920</b> </div> <div style="width: 45%;"> <b>Telephone #:</b> <u>(401) 462-0380</u>  <b>Fax #:</b> <u>(401) 462-2685</u>  <b>TTY/TDD #:</b> <u>7-1-1</u>  <b>(Telecommunication Device for the Deaf)</b> </div> </div> <div style="text-align: right; margin-top: 10px;">  </div>	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY PROGRAM EMPLOYER  
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY**

ted to this position.